

Office Memorandum • UNITED STATES GOVERNMENT

TO :
FROM :

DATE: 8 May 1952

SUBJECT: Report for week 1-8 May 1952

1. During the past week we have had the opportunity to experience to some degree the new equipment which has been made available to the Orientation and Briefing Office. For example, we obtained very satisfactory results in playing back the tape recordings of the recent Orientations program through the built-in amplifier system of the CIA Orientations Room. This has many benefits which can be of tangible assistance to us. Within the next few weeks we intend to record for retention the weekly Intelligence Indoctrination Course. Then, in case of illness or occasional travel or annual leave, we will be able to utilize the tape recording to fill in a part of the program and thus not change the substantive content in any major degree.

2. Much work has been done with the Security Office regarding the complimentary components of our weekly Indoctrination program and the Security Briefing. At the request of and with the approval of the Director and Deputy Director of Training, the weekly Indoctrination program will be given first on each Monday forenoon, to be followed by the Security Briefing in the afternoon. This is not in keeping with the present content of Agency regulations, which call for the Security Briefing to come first. This aspect has been discussed with who has approved the idea of making the switch and then sending the proposed regulation amendment to his office for incorporation at a later date.

3. By stressing with the Security Office the desire to capture another day each week for other programs and secondly, by underscoring the facilities and present capacity of the Orientations Room, we have been able to sell them the idea of putting on just one program a week instead of two. Hence, next week we will omit the Indoctrination program on Tuesday, since we will cover all of the newcomers during our Monday course.

4. With the availability of new-found time, I have already explored the concept with two of the TLO's in very informal manner, of staging special indoctrination programs for their people who have not had the Intelligence Indoctrination weekly course. of O/SI and of O/RR were most enthusiastic in their reaction to this suggestion. This will be followed up with further discussions before any formalized, concrete recommendation is made.

5. After discussion with of the Personnel Office, have made arrangements to insert in the personnel folders, official attendance cards showing each person in the Agency who has attended some one of the Agency Orientation Courses.

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6. [] submitted to the Orientation and Briefing Office copy of the Staff Study on [] followed this up by discussion as to our reactions and said he was going to recommend that [], Assistant Director, OIC, discuss the problem with me.

7. During the past week [] people and one person from the Security Office, making a total of [], took the Intelligence Indoctrination Course.

8. We have had several visitors who have come to look at the Orientations Room. Among those were [] from the Administration Building and [] who were uniformly pleased with the facilities we now have available, and [] has already made a tentative engagement of the room for the next meeting of the Assistant Directors under the DD/I.

[]
Chief, Orientation and Briefing Division

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